



Solicitation Information  
January 31, 2013

**LOI #7460212**

**TITLE: PROVIDE CHARTER SCHOOLS TECHNICAL ASSISTANCE**

**SUBMISSION DEADLINE: FEBRUARY 28, 2013 AT 11:00 AM (EST)**

Questions concerning this solicitation must be received by the Rhode Island Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) **no later than February 13, 2013 @ 12:00 midnight (EST)**. Please reference the RFP # on all correspondence. Questions should be submitted in a *Microsoft Word* attachment. Questions received, if any, will be posted on the Purchasing website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**Gail Walsh  
Chief Buyer  
State of Rhode Island Division of Purchases**

**Vendors must register online at the State Purchasing website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).**

**NOTE TO VENDORS:**

Offers received without the entire completed RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

***REQUEST for LETTERS of INTEREST #7460212***  
**Charter School Technical Assistance**

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting Letters of Interest from qualified vendors to provide [Charter Schools Technical Assistance], in accordance with the terms of this solicitation.

**INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov). Visit the website <http://www.mbe.ri.gov>.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.

#### Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email [raymond.lambert@hr.ri.gov](mailto:raymond.lambert@hr.ri.gov).

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

RIGL 37-13-3.1 State public works contract apprenticeship requirements. \* (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

#### ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

## ***REQUEST for LETTERS of INTEREST*** **CHARTER SCHOOL TECHNICAL ASSISTANCE**

### **BACKGROUND/OVERVIEW**

To improve the quality of charter schools in Rhode Island, The Office of Transformation is currently overhauling the state's charter school accountability system and application process.

For the accountability system, the Office has made much progress on quantitative measures of school's success (see the following: <http://1.usa.gov/eMkHT9>). Further support is needed to develop qualitative tools that can gauge the quality of charter school's instructional leadership, instructional practices, curriculum in core content areas, HR systems, community and family engagement, and climate.

For the application process, the Office is hoping to develop a more rigorous, multi-stage process (see outline, p.2 - 5: <http://1.usa.gov/av9eQn>).

To complete both of these projects, the Office is seeking support from individuals with extensive, **demonstrated** expertise in charter school policy development. The most qualified individuals will have held leadership positions in a charter school authorizer as well as in a charter school.

### **SCOPE OF THE WORK**

#### Tasks

- Refine qualitative tools for charter school authorization processes
- Provide strategic guidance as needed to build Office of Transformation charter accountability and support systems

#### Project Schedule (schedule is approximate)

- March 2013-December 2013: Provide support for six final and five interim renewal site visits
- March 2013-May 2013: Develop Authorization protocols
- March 2013: Refine Charter Review Process
- March 2013-December 2013: Provide strategic guidance including training as needed to build charter accountability and support systems

### Deliverables

- Support six final and five interim 3-day charter school renewal site visits as a leading site-visit team member
- Support writing of final and interim site visit reports and culminating charter renewal reports
- Revise and develop authorization protocols to support future charter renewals
- Revise annual report template and site visit procedures to ensure school compliance
- Design and facilitate group and individual trainings for accountability plan development and new/revised authorization protocols

### **ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS**

- Knowledge about RI's Charter School Accountability system
- Expertise in qualitative program evaluation methods
- Experience developing and implementing charter school authorizing policies and procedures
- Working understanding of RI charter law and processes
- Charter school leadership experience
- Demonstrated knowledge of financial analysis, curriculum, instruction, assessment, charter school policy, and compliance with state and federal education legislation and regulations

### **TERMS OF THE CONTRACT**

The Contract will begin **upon issuance of state purchase order [on or about March 2013]** and end **[December 31, 2013]**. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE retains the option of granting a time extension of up to **[12 months]** with additional funding if available and if the level of work is expanded by mutual written consent.

### **COST PROPOSAL/TERMS OF PAYMENT**

The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A.

The total cost of the contract is not to exceed **[\$65,000]**. Detailed budget pages should be provided by state fiscal year:

FY 2013- Services through June 30, 2013

FY 2014- July 1, 2013-December 31, 2013

## **PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than the date & time listed on the cover sheet of this solicitation. **Send your questions in Microsoft Word format.** Please reference the LOI # on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at 401-222-2142, ext: 134.

Proposals (an original plus 4 copies) should include the following:

1. A completed and signed RIVIP Bidder Certification Cover Form, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A **separate sealed** Cost Proposal (original plus 4 copies) as described above.
3. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

Deliver to:

Department of Administration  
Office of Purchases  
One Capitol Hill  
Providence, Rhode Island 02908

Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. Faxed responses will not be considered.

5. In addition to multiple hard copies of proposals required, vendors shall provide one (1) copy of their technical proposal and one (1) copy of their cost proposal in electronic format (CD-ROM). Microsoft Word/Excel or PDF format is preferable.

## **TECHNICAL PROPOSAL REQUIRED ELEMENTS**

- |   |             |
|---|-------------|
| 1. Contractor Requirements/Qualifications | (50 points) |
| 2. Cost Proposal                          | (25 points) |
| 3. Quality of Work Plan                   | (25 points) |

## **APPENDIX A**

### **BUDGET Multi-Year Projects**

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>	
	Year 1	Year 2
1. Salary	0	0
2. Fringe Benefits	0	0
3. Consultant	0	0
4. In-State Travel	0	0
5. Out-of-State Travel	0	0
6. Printing	0	0
7. Office Expense	0	0
8. Telephone	0	0
9. Educational Materials	0	0
10. Equipment	0	0
11. Data Processing	0	0
12. Rental	0	0
13. Other	0	0
14.	0	0
15.	0	0
16.	0	0
17.	0	0
Subtotal	0	0
Indirect Cost	0	0
<b>TOTAL</b>	0	0

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds is permitted between Expense Categories (1) (2) and (3) up to 10% or \$25,000, whichever is less; all other transfers require prior written approval by the Department of Education.

BUDGET DETAIL SHEET  
FISCAL YEAR \_\_\_\_\_

**SALARY DETAIL**

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL ANNUAL SALARY \$
TOTAL REQUEST				\$

**FRINGE BENEFIT DETAIL**

NAME	POSITION TITLE	PERCENTAGE OF APPLIED FRINGE BENEFIT	TOTAL ANNUAL FRINGE \$
TOTAL REQUEST			\$

**DETAIL OF CONSULTANT**

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$
TOTAL REQUEST				\$

**EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)**

EXPENSE CATEGORY	DESCRIPTION	COST